



Multisite Production Coordinator

Campus: Greenland

Team: Multisite Productions

Position Reports to: Multisite Production Director

Position Status: Full Time

Position Purposes:

The Multisite Productions Coordinator will provide leadership and training for production volunteers at the campus level. Maintain the sanctuary production systems and a high level of quality and consistency. The Multisite Production Coordinator will be personable, a good listener and effective communicator, a creative problem solver, detail oriented, dedicated to meeting deadlines, technically savvy, and a strategic thinker who will work well as part of a larger team.

Principle Responsibilities Breakdown:

- 10% Multisite Productions Director discretion
- 40% Maintain all production/technical equipment
- 30% Facilitate all campuses production/technical needs.
- 20% Lead & recruit production volunteers.

Specific Responsibilities:

Responsibilities include but are not limited to the following:

1. Production:
 - a. Audio mixing/video production of worship services
 - b. Lead production volunteers
 - c. Maintain production/technical equipment
2. Management:
 - a. Meet with ministry leaders to understand their production/technical needs
 - b. Develop production volunteers
3. Staffing:
 - a. Participate in events and productions that propel the weekend service
 - b. Provide onsite audio/production logistics for services and events
 - c. Participate in staff meetings



Role Requirements: The right person for this role will possess the following qualities and skills:

1) **Faith:**

- a) Required:
 - i) Christ Follower
 - ii) Member of Bethany Church
- b) Desired:
 - i) More than 3 years relationship with Christ

2) **Gifts:**

- a) Required:
 - i) Serving
 - ii) Administration
- b) Desired:
 - i) Serving
 - ii) Leadership
 - iii) Administration

3) **Skills:**

- a) Required:
 - i) Good oral and written communication skills
 - ii) Obsessive attention to detail
 - iii) Personable
 - iv) Good listener
 - v) Effective communicator
 - vi) Deadline driven
 - vii) Technically savvy
- b) Desired:
 - i) Basic understanding of audio & video/live production

4) **Experience and/or Education:**

- a) Required:
 - i) High school with experience or 2 year (associate's) degree
- b) Desired:
 - i) Audio/Video production/ live event technical degree or similar